**Induction and Transition plan for:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(position)

**Online learner / online learning modality.**

1. Are they now or have been a online learner?

( )yes ( )no if yes, what type of experience was it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Key Characteristics of online learning to be experienced (Prioritize for your needs place an ***R*** for required, ***N*** for not required, ***S*** for suggested)

* Discussion Board
* Web conferencing (interact)
* Web conferencing (moderate or teach)
* Webinar (view)
* Webinar (present)
* Online readings
* Online interactives
* Dropbox submission
* Web helpdesk
* FAQ’s
* Web email
* Desktop email client
* Shared Calendar App
* Downloading
* Uploading
* Zipping/unzipping
* Navigate SIS
* Navigate LMS
* Manipulate CSV
* Use Database
* Online Pedagogy
* Other:
* Other:
* Other:

**Plan to provide instruction in tool translation to the online environment.**

1. What professional development will you provide to transition existing tools to use online?
2. What are your expectations for the use of online tools?
3. What are your criteria for evaluating tool use?

**Plan for interacting and collaborating in a participatory virtual work mode.**

How do you increase comfort levels and experiences?

**Plan to mentor.**

1. Who will mentor?

What are the roles and responsibilities of this mentor?

1. Who will mentor?

What are the roles and responsibilities of this mentor?

1. Who will mentor?

What are the roles and responsibilities of this mentor?

**Final Considerations**

1. How do you know if your plan is working?
2. How will you pay for the plan?
3. When in your hiring sequence will you implement the plan?